

Please ensure your request contains the following: the request needs to be on school letterhead, with address, phone #, name of requester, requester's title etc. and needs to state what property you are interested in. The request also needs to briefly identify the program the items would be used for (see example below).

Name of requesting organization

Address line 1
Address line 2
Phone
Fax
Email

I

Date

To whom it may concern,

My name is I am the for the

The mission of is to provide
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I am submitting a request for equipment through the Education and Research Transfer Program. Please see the attached spreadsheet.

Property acquired from the INL through the Education and Research Transfer Program will be used for
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Sincerely,

Name of Requestor
Title
Name of Requesting Organization